



INFORMATION NOTE

OECD-ADBI-IRDAI Roundtable on Insurance and Retirement Savings in Asia (Sponsored by the Government of Japan)

**24-25 May 2023
Hyderabad City, India**

As of 17 April 2023

Dates and Venue

The OECD-ADBI-IRDAI Roundtable on Insurance and Retirement Savings will take place on 24-25 May 2023 at the **Hyderabad International Convention Centre** (HICC) in Hyderabad City, India.

Novotel & HICC Complex, Kondapur, Hyderabad, Telangana 500081

Phone: +91 040 6682 4422

For further information on the venue, please visit www.hicc.com

The Hyderabad International Convention Centre is a 35 km drive to the Rajiv Gandhi International Airport (please refer to the section on AIRPORT TRANSFERS below for details on transportation options). Accommodation is available at the Novotel that is adjacent to the Hyderabad International Convention Centre (please refer to the section on ACCOMMODATION below for details on accommodation options).

Contact Person : Mr. Chaitanya SINGAMSETTI (chaitanya.singamsetti@accor.com)

Mobile no – +91 9642326152

Tel no - +91 40 6682 4422

Agenda and Meeting Format

Updated versions of the Roundtable agenda will be available on the event website: <https://www.oecd.org/pensions/insurance/roundtable-insurance-retirement-saving-asia.htm>

The Roundtable is expected to be in-person only.

Registration

Please note that participation is by invitation only. If you wish to attend the Roundtable, please contact Juliette Joachim (juliette.joachim@oecd.org).

The Registration deadline is **Wednesday, 3 May 2023**.

Please be aware that, for certain nationals, an e-visa or visa on arrival is not possible, and thus the processing time may be long (see below).

Facilities at the Venue

Wifi will be available. Participants will be provided with the necessary information during registration at the venue.

Language

The Roundtable will be conducted in English.

Meals & Social Events

Please indicate any special dietary requirements when registering. Lunch and refreshments will be provided for all participants during breaks during the Roundtable.

A dinner reception will be hosted by the Asian Development Bank Institute (ADBI) on 24 May from 7.30PM to 10.30PM, with a cultural programme supported by IRDAI. Please confirm your attendance via the Registration link provided in the invitation.

The Organisers regret that no programme can be arranged for spouses / partners.

Accommodation

Accommodation must be reserved and paid for directly by participants. Participants are encouraged to book accommodation at the **Hotel Novotel HICC** in order to facilitate participation in the Roundtable and social events. Accommodation at the **Hotel Novotel HICC** can be reserved by submitting the **Hotel Room Reservation Form** circulated with this Information Note – rooms would be subject to availability at the time of confirmation. The Hotel Room Reservation Form should be submitted by participants to the HICC contact points identified on the Form.

Should you wish to arrange accommodation at another hotel, you may wish to consider the following list:

- **Novotel Hyderabad Airport**
- **The Westin Hyderabad Mindspace**
- **Hyatt Hyderabad Gachibowli**
- **Trident, Hyderabad**
- **Hotel Avasa**
- **Ellaa Suites**
- **Holiday Inn Express**

Participants are encouraged to book their accommodation as soon as possible.

Travel Information and Visa Requirements

Foreign Nationals coming to India are required to possess a genuine and valid national passport and Visa, either from an India Mission / Post or through the Indian e-visa website. Applications for an e-visa are now possible for a wide range of nationalities (see link below for the list), while Visa on Arrival is possible for certain countries (e.g. Japan, South Korea). For details on the Visa application process, see: <https://indianvisaonline.gov.in/> (and for the e-visa website and eligible nationalities, see here: <https://indianvisaonline.gov.in/evisa/tvoa.html>)

Participants should apply for a Conference Visa or eConference visa. When applying for the visa, their passport should be valid for a minimum period of 6 months or more. For applications for a physical visa, the passport must have at least three blank pages.

Applicants must provide a copy of the letter of invitation to the Conference from the Insurance Regulatory and Development Authority of India (IRDAI) as well as a copy of the Political Clearance letter from the Ministry of External Affairs. Participants indicating a need for a Visa via the conference Registration system will receive soon thereafter, from IRDAI, the official letter of invitation and the Political Clearance letter.

E-visa applications are usually processed relatively quickly. However, for those not eligible for an e-visa, please be aware that the visa application processing time may take 30 days and, in some cases, up to 60 days. Please check with the Indian consulate in your country.

Tips for the e-visa application for eligible foreign nationals

- Documents to submit include the official invitation letter from IRDAI, the Ministry of External Affairs (MAE) Political Clearance letter, copy of passport page, and your picture (white background) (the picture can be taken using a mobile phone camera, maximum 1 MB size).
- There are size limits on the invitation letter and political clearance letter. As the PDFs may be too large, you can scan them on a printer and then save them to reduce their size for later uploading.
- You will be asked about countries visited in the last 10 years – there is a limit of 20 countries, so you may wish to be selective.
- If you have already been to India, you will need the number from your past visa and need to indicate where you visited/stayed (if you don't have the visa number, try entering 0000000).
- For the “reference” in India, you could consider using the IRDAI contact person who is sending the official invitation letters.

Participants may note the additional requirements for Prior Reference Category cases at: <https://conference.mha.gov.in/FAQ.aspx>.

Participants are once again requested to keep themselves updated on the Visa requirements/procedures for visiting the event scheduled to be held in India.

Given the processing time for Visas, please register for the Roundtable at your earliest convenience.

Exemptions

Nepal and Bhutan nationals if entering India by land or air from the Nepal or Bhutan border respectively do not require a passport for entering into India. However, they are required to possess, authorized proof of identity. Further if they are entering India from a place other than their own country then possession of a passport is a must.

Covid – Guidelines for International Arrivals

Please monitor the website for the Ministry of Health and Family Welfare (www.mohfw.gov.in/) for guidelines on international arrivals. See link below for the latest guidelines (from 10 February 2023): <https://www.mohfw.gov.in/pdf/GuidelinesforInternationalArrivals10thFebruary2023.pdf>

Yellow Fever

There are a number of countries in Africa and South America regarded as Yellow Fever-infected. For further details and updated information (including on countries identified as yellow fever endemic), please see the link here: <https://boi.gov.in/content/health-regulation>.

The following regulations apply to citizens of the affected countries: for entry into India, any person, Foreigner or Indian, (excluding infants below six months) arriving by air or sea without a vaccination certificate of yellow fever will be kept in quarantine isolation for a period up to 6 days if:

- 1) She/He arrives in India within 6 days of departure/transit from a yellow fever endemic area.

- 2) Has come on a ship which has started from or transited at any port in a yellow fever endemic country within 30 days of its arrival in India provided such ship has not been disinfected in accordance with the procedure laid down by WHO.

There is no health check requirement by the Indian Government on passengers leaving India.

Air Travel

Hyderabad city is well connected by roadways, railways and airways – both domestic and international.

Hyderabad is connected to most major cities domestically as well as internationally via the Rajiv Gandhi International Airport (RGIA). Located in Shamshabad, about 24 kilometres away from the city, and operated by **GMR Hyderabad International Airport Limited**, the airport operates non-stop flights to and from most foreign countries. The major international airlines are Emirates Airlines, British Airlines, Air France, Lufthansa Airlines, Malaysian Airlines, etc.; the major domestic airlines are Indigo Airlines, Air India, Jet Airways, SpiceJet Airlines etc.

RGIA has presently one integrated Terminal for domestic and international arrivals and departures. It is recommended that you arrive 90 minutes prior to departure for check-in and security screening for domestic flights. For International Flights, please arrive 180 minutes prior to departure for check-in and security screening.

Airport – Money Exchange facilities: Weizmann Forex and Travelex are located in the check-in area. There are also ATMs of a number of banks (State Bank of India, HDFC Bank, Canara Bank, ING, Citibank, Kotak Mahindra Bank, and Central Bank of India).

Airport Transfers

Participants are requested to make their own arrangements for airport transfers to/from your hotel location. You could use any of the following options:

1. Hotel transportation
2. Hire a radio taxi from Meru or Easy Cabs/ Ola / Uber etc.
3. Hire a car from the car rental counters
4. Use the **TSRTC Pushpak Liner** service
5. Prepaid Taxis

We, however, recommend to use the hotel airport pick/ drop facility or Taxis for your convenience. This information can be found in the hotel reservation form.

1. Hotel Airport Pick / Drop

Hotel HICC is offering Hotel Airport pick up and drop. The charges are as indicated below:

Charges per way per car (Toyota Innova): INR 4500 Inclusive of Taxes, (Parking and Toll fee Extra).

Note: Airport pick up reservation requires a Credit Card Guarantee. See hotel reservation form.

2. Car Rentals

At Rajiv Gandhi International Airport, Car Rental Services are provided by Srinivasa Rent-A-CAB (+91 7337334703/04) and One Car Rental Services (Noori Enterprises) (+91 9885566158). They would provide the best services for the passengers arriving at the Airport.

3. Taxi

Radio Taxis

Radio Taxi service at the Rajiv Gandhi International Airport is provided by leading service providers Meru and Sky cabs. This is an air conditioned cab service with charges payable on the basis of meter reading at the end of the journey. Radio taxi cannot be pre-booked from Airport. Only those taxis that have taken the license for operating Radio Taxi Service from the Government can operate this service in Hyderabad Fare: INR 21 per km, Minimum INR 20 per km for the first 2 Km travelled, Waiting charges @ Rs 1 per minute. 25%-night surcharge is applicable between 2300 hours to 0500 hours

Radio Taxi pick up point now at car park level and counters available at arrivals.

Meru: +91 40 44224422

Sky Cabs: +91 40 49494949

4. TSRTC Pushpak AIRPORT LINER

TSRTC introduced A/C Electric buses under FAME scheme at Hyderabad. These Electrical Buses are being operated to Airport along with Volvo buses from various parts of Hyderabad.

About Hyderabad and its Culture

Known popularly as the City of Pearls and Cyberabad, Hyderabad is a major tourist destination in India. Established in 1591, it has grown to become one of the major metropolitan cities of the country, and capital of the state of Telangana. It is also known for its booming IT industry, biopharmaceutical sector, and Tollywood – the Telugu film industry.

The city represents a confluence of the old and the new – Hyderabad is synonymous with Charminar, the 400-year-old monument, and is also known for its pearls, bangles, silks, IT companies and diverse cuisine. Though a cosmopolitan city, it has retained its glorious past. Hyderabad is home to people from diverse cultures and traditions.

The decline of the Mughal Empire in Delhi in 1857 CE allowed Hyderabad to emerge as the foremost centre of culture in India. The migration of performing artists to the city particularly from the north and west of the Indian sub-continent under the patronage of the Nizam, enriched the cultural milieu. This migration resulted in a mingling of North and South Indian languages, cultures and religions, which have since led to a co-existence of the ancient Hindu and the centuries old Muslim traditions, for which the city has become renowned. Christianity, Jainism, Zoroastrianism and Buddhism have likewise thrived alongside each other. Now recognized globally as an IT hub, Hyderabad has a marvelous blend of diverse cultures (historical and modern), which is emulated in the daily lifestyle of the people.

Mecca Masjid, Charminar, Golconda fort, QutubShahi tombs, Paigah tombs are some of the historic structures. There are many other structures like Falaknuma Palace, Chowmohalla Palace, Taramati Baradari etc., which are quite famous attracting tourists from all over. Birla Mandir, Jagannath temple, Salarjung Museum, Hussain Sagar lake, Mir Alam Tank, Nehru Zoological park, KBR park Mrugavani National Park, are some of the other major tourist attractions.

Climate

Hyderabad has a warmer climate and hence cooler months, i.e. October to March are considered ideal to visit the city.

- **October to February:** Climate is quite pleasant in the month of October; you may find some of the days cloudy. The winter season in Hyderabad begins from the month of November and continues till February.
- **March to May:** These months constitute the summer season in Hyderabad with April and May being the hottest months of the year.
- **June to September:** Packed with heavy rains and strong winds, these months constitute the monsoon season in Hyderabad.

Currency

Indian Currency is INR. It is available in INR1 , INR 5 , INR 10 , INR 20 ,INR 50 ,INR 100 ,INR 200, INR 500 , INR 2000.

Cash Withdrawals

ATMs can be found in International Airports and in shopping malls. Other locations allow you to withdraw Cash by Credit Cards, including Visa and Master cards.

Emergency Contacts

Embassies around the world <http://www.embassyworld.org>

Further Enquiries

For further information or enquiries about the Roundtable please contact:

Content and Agenda issues

Mr Timothy Bishop
Head of insurance
OECD

Timothy.bishop@oecd.org

Registration and logistics

Ms Juliette Joachim
Juliette.joachim@oecd.org
